



ONBOARDING CHECKLIST

EVENT VOLUNTEERS

CONTACT INFORMATION

- ☐ Committee name: _____
- ☐ Lead Committee volunteer contact: _____
- ☐ Lead Committee volunteer phone number: _____
- ☐ Back up leader contact: _____
- ☐ Back up leader phone number: _____
- ☐ Event volunteer name: _____
- ☐ Event volunteer phone number: _____

SHIFT DETAILS

- ☐ Event Date (s): _____
- ☐ Shift time: _____
- ☐ Volunteer arrival time: _____
- ☐ Event shift meeting location: _____
(i.e. HQ or Lamble's BMO Centre)
- ☐ Event volunteer job title: _____

THINGS TO PROVIDE FOR THE EVENT VOLUNTEER

- ☐ Water
- ☐ Snacks
- ☐ Park map
- ☐ Gate access (drop pass or accreditation)
- ☐ Stampede swag as appropriate
(for example: shirt, lanyard, pin, name tag)

OVERVIEW OF EVENT VOLUNTEER'S RESPONSIBILITIES

- ☐ Thank them for volunteering!
- ☐ Event Shift Time
- ☐ Arrival time before shift to review onboarding
- ☐ Dress code (closed toe shoes, long sleeves, jeans, etc.)
- ☐ How to get to Stampede Park (transportation)
- ☐ Where to meet before their shift to collect their gate pass
- ☐ Committee event volunteer responsibilities

DAY OF SHIFT INFORMATION

- ☐ Have a point person to meet the volunteer outside Stampede Park before their first shift
- ☐ Review their event volunteer responsibilities
- ☐ Introduction to committee members they will be volunteering with
- ☐ Review/ show event volunteer work area(s)
- ☐ Hold a pre-shift safety brief
- ☐ Introduce the event volunteer to their lead contact for the day if that is not you
- ☐ Review CS emergency protocol - park security number
 - Stampede Dispatch – 403.261.0595
- ☐ Review lunch/shift break information
- ☐ Assign a committee volunteer "buddy" to support
- ☐ Review locations of restrooms, emergency exits, key locations
- ☐ Check in with the event volunteer periodically throughout their shift

END OF SHIFT/POST SHIFT

- ☐ End of shift check in feedback from event volunteer
- ☐ Thank the Volunteer!